

22 December 1975


OFFICE OF SECURITY DIRECTIVE NO. 75-25

FOR : All Office of Security Employees

SUBJECT: Use of CIA Letterhead Stationery

1. Due to recent incidents involving the erroneous use of CIA letterhead stationery, the Deputy Director for Administration has directed that each Office establish controls on the availability and use of such stationery.
2. Requests for CIA letterhead stationery to the Supply Room must now be submitted on Form 1490, Requisition for Administrative Supplies and Equipment. Such Office of Security requests will be initiated by chiefs of division level components and must be approved by the Chief, Administration and Training Division.
3. Office of Security components will use CIA letterhead stationery only in those cases where its use is necessary and proper. Special care must be taken to insure against its use in correspondence going abroad or to individuals under cover or retired under cover.
4. Chiefs of division level components are responsible for insuring that the use of such stationery by their components is in accordance with this directive.

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Acting Director of Security